



City of Rancho Palos Verdes



Now accepting applications for

Building Official
\$90,612—\$153,426 DOQ

Filing Deadline: **Monday, November 6, 2017 by 5:00 p.m.**

CITY AT A GLANCE

- A general law city, incorporated on September 7, 1973.
- Affluent suburb of Los Angeles.
- Commonly known as “RPV.”
- Located on a coastal peninsula overlooking the Pacific Ocean and Catalina Island in Los Angeles County, California.
- Land area of 13.6 square miles and about 43,000 residents.
- With 7.5 miles of Pacific coastline, a 1400-acre nature preserve, and hundreds more acres of open space, the City has maintained a semi-rural environment.
- Residents and visitors enjoy ample opportunities for recreation including golfing, hiking, cycling, beach access, and whale watching.
- Notable landmarks and points of interest include:
 - ◇ Wayfarer’s Chapel, designed by Lloyd Wright
 - ◇ Point Vicente Lighthouse
 - ◇ Point Vicente Interpretive Center (premiere whale-watching site from December to April)
 - ◇ Palos Verdes Nature Preserve
 - ◇ Marymount California University
 - ◇ Terranea Resort
 - ◇ Trump National Golf Club

Come join our team!



CITY OF RANCHO PALOS VERDES

THE COMMUNITY

The City of Rancho Palos Verdes is located on a coastal peninsula overlooking the Pacific Ocean in Los Angeles, California. It rests atop the Palos Verdes Hills and bluffs of the Palos Verdes Peninsula. This contract city has maintained its low-tax, low density, semi-rural environment. The City’s diverse and active population enjoys all the benefits of a bedroom community with a beautiful seaside location.

CITY GOVERNANCE

The City has operated under a Council/Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the City Council, which consists of five members elected at large on a nonpartisan basis. The City Council is responsible for making policy, passing ordinances, adopting the budget, and appointing committees. The City Manager is responsible for carrying out the policies and directives of the City Council, enforcing ordinances, and overseeing day-to-day operations.

City services are provided by contracted outside agencies and vendors. Police and fire services are provided by Los Angeles County and vendor contracts are awarded for public facility and right-of-way maintenance. The City Council issues franchise agreements to commercial providers for solid waste, electric, water, and gas services. Departments within the City include Administration, Finance, City Clerk, Community Development, Recreation and Parks, and Public Works. A Deputy City Manager oversees the areas of areas of Information Technology, Human Resources, Public Safety and the City Clerk Office.

THE DEPARTMENT

The Community Development Department is comprised of four (4) divisions: Building and Safety, Code Enforcement, Planning and Zoning, and View Restoration and Preservation. The purpose of the Community Development Department is to ensure the orderly physical development of the community by upholding the goals and policies of the City’s General Plan through the issuance of land use entitlements and permits for improvements and development of private property.

JOB SUMMARY

Under the general direction of the Director of Community Development, the Building Official plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing difficult and complex support duties related to all programs and activities of the Building Division; administers Building Code activities; manages the effective use of the City’s permit processing, plans examination, building inspection, and building code compliance resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Director of Community Development in his/her areas of expertise.

City of Rancho Palos Verdes, providing World Class Customer Service

TRAINING & EXPERIENCE

Bachelor's degree from accredited college or university with major coursework in building trades, construction management, community development, engineering, architecture, or related field.

At least 5 years increasingly responsible management/administrative experience as a Building Official or in plan checking/enforcement of building codes with a public agency, including 2 years of project management / supervisory experience. State of California environmental and local zoning code enforcement experience desirable.

Possession of, or ability to obtain: Valid California Driver's License by time of appointment; ICC Building Official certification; ICC Building or Combination Inspector and Plan Examiner certification.

THE POSITION

The Building Official manages all Building Division activities, including building inspection, plans examination, permit processing, and building code compliance. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director of Community Development. Successful performance requires an extensive professional background and skill in coordinating assigned functions with other divisions/departments.



ESSENTIAL FUNCTIONS

Some of the essential functions of the Building Official position include, but are not limited to:

- Manages and participates in development/implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures/methods to improve the efficiency and effectiveness of building inspection, plans examination, and permit processing services and activities; assesses and monitors workload and administrative/support systems; identifies opportunities for improvement and recommends to Director.
- Manages and participates in the development, administration, and oversight of the division budget.
- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides/coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Issues building and related permits for building construction activities within the City.
- Develops/reviews staff reports related to building inspection, plans examination, permit processing, and code compliance activities/services; presents reports to City Council, commissions, committees, and boards; performs variety of public relations and outreach work related to assigned activities.
- Serves as source of information for developers, engineers, property owners, and contractors regarding Building Code and City construction regulations; represents division, department, and City in Building Code disputes and litigations.
- Performs site inspections of construction projects to ensure compliance with Federal, State, and local construction codes;
- Issues Certificates of Occupancy for new construction; addresses building appeals relating to City codes/ordinances; reviews alternate materials/methods of construction and unreasonable hardship requests; oversees special inspection and structural observations programs.
- Establishes policies and procedures for the enforcement of ordinances pertaining to housing, conservation and rehabilitation. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
- Stays abreast of new trends/innovations in assigned areas.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.



BENEFITS PACKAGE

Retirement: The City participates in the California Public Employees Retirement System (CalPERS), with three-year average final compensation, and pre-tax 100% employee-paid employee contributions. New PERS members enrolled in 2%@62 plan; Classic members in 2%@60. Classic members eligible for City contribution of 1% of employee's salary into 401a plan, when they contribute at least 1% of salary into 457 deferred compensation plan.

Medical: Three medical plans available: HMO, PPO, and PPO+HSA. City pays 100% of the cost for Employee Only coverage and 50% of dependent coverage. For those enrolled in the HSA plan, the City annually contributes \$3,000 for single coverage or \$6,000 for employee and dependent coverage to HSA deductibles. Employees can opt out of City's medical plan and get cash in lieu (currently \$336/month).

Dental, Vision, and Mental Health Plans: The City has two dental plans and one vision plan available. The City pays 100% of the cost for "employee only" coverage and 50% of dependent cost for the dental and vision plans. The mental health plan is City-paid.

Post-Retirement Health Savings Account: The City contributes \$60/pay period and employees contribute 1% of their base salary.

Disability Insurance: Long-term disability insurance is City paid. Short term disability insurance is provided by the State of California's Short term Disability Program and paid for by the employee.

Life Insurance: City-paid policy, 2x annual salary up to \$350,000.

Other Voluntary Benefits: deferred compensation plan, flexible spending accounts (health care and dependent care), pet insurance, pre-paid legal services, and AFLAC products.

Administrative Leave: Up to 62 hours per fiscal year, at the discretion of the City Manager.

Vacation Leave: Annual accrual ranges from 80-160 hours. The incumbent's years of full-time paid service in the private or public/government sector will be recognized and used to calculate the vacation accrual rate. Vacation schedule: 80 hours for 1st month through 2 years; 96 hours beginning of 3rd year through 5 years; 120 hours beginning of 6th year through 15 years; beginning at 16th year, 8 additional hours per year for each year of service up to a maximum of 160 hours per year. Vacation leave cash-out option available after 12 months of service.

Sick Leave: Accrued at 8 hours for each full calendar month of service.

Wellness Leave: 4.5 hours can be earned for not using sick leave for 10 consecutive week periods (max accrual of 9 hours).

Holidays: Paid holidays include Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, the Winter Holiday Break (December 24 through January 1), and one floating holiday annually.

Some of the perks of working for RPV include...

- 9/80 work schedule with every other Friday off
- Access to Palos Verdes Peninsula Unified School District's award winning schools (at local, state and federal levels)
- Gorgeous views on your commute to work and from your office
- Hiking trails and tennis court outside your office
- **Trader Joe's and Starbucks right down the street**



**APPLY BY: Monday, November 6, 2017
at 5:00 p.m.**

For full consideration, submit complete application packet (City of Rancho Palos Verdes employment application + Cover letter + résumé) to:

City of Rancho Palos Verdes

Attn: Human Resources

30940 Hawthorne Blvd

Rancho Palos Verdes, CA 90275-5391

Application materials may be downloaded at www.rpvca.gov/jobs.aspx or obtained by visiting City Hall or calling (310)544-5332. Special assistance for persons with disabilities may be available to help with the application / examination process upon request by contacting Human Resources.

No facsimiles, resumes in lieu of application, or postmarked application materials accepted.